



Vacancy Announcement: Finance Manager

Life Concern (LICO), a renowned NGO in Malawi, with its headquarters in Rumphi district, seeks a qualified and experienced **Finance Manager** to manage donor funds and oversee financial systems. LICO is dedicated to empowering communities through initiatives in education, gender, health, climate change and human rights and youth empowerment.

Location: Rumphi

Key Responsibilities:

- Manage financial operations, including budgeting, reporting, and compliance with donor requirements.
- Maintain accurate financial records using QuickBooks and Microsoft Excel.
- Prepare and submit financial reports to the Executive Director and donors.
- Monitor cash flow and ensure accountability.
- Support project teams with financial guidance and policy compliance.
- Facilitate audits and liaise with external stakeholders.
- Manage organisational assets effectively.
- Ensure timely remittance of obligations payable to MASM, Malawi Revenue Authority, Pension Authorities, and other organisational obligations.

Qualifications and Experience:

- A Bachelor's degree in Accounting, Finance, or a related field; registration with the Malawi Accountants Board is required.
- Professional qualifications (ACCA, CIMA, CPA) are an advantage.
- Proficiency in accounting packages such as QuickBooks, Sage, and Microsoft Excel.
- Relevant financial management experience, preferably in an NGO setting.
- Strong analytical, communication, and problem-solving skills.
- Must be computer literate.

Equal Opportunity: LICO encourages applications from women.

Application Process: Submit a detailed CV with three traceable referees by 7th February 2025 to lifeconcernjobs@gmail.com. Address application letters to the Executive Director, Life Concern (LICO), P.O. Box 145, Rumphi. **Submit applications via email only.** Only shortlisted candidates will be contacted.

Visit www.licomw.org for more details. Join us in empowering communities!